

## **REQUEST FOR PROPOSALS**

### **Litter Clean Team Program**

The City of Savannah is seeking to purchase litter abatement services in support of Strategic Plan goal 3.1: Reestablish and Preserve Neighborhoods and goal 4.4: Soft Skills and Workforce Training for Unemployed and Underemployed. The Litter Clean Team Litter Removal Program will expand solid waste service capabilities and improve community cleanliness in the city's downtown while also providing job training and employment for work ready homeless individuals and persons living with disabilities experiencing challenges to obtaining employment.

#### **ELIGIBLE APPLICANTS: Non-Profit Agencies Only**

Not-for-Profit entities located in Savannah, Georgia with demonstrated experience in operating programs to support the homeless or persons living with disabilities are encouraged to respond to this "Litter Clean Team Program" Request for Proposals (RFP).

#### **OVERVIEW**

Savannah, Georgia is a beautiful and historic city that unfortunately continues to have issues of litter and blight detract from its attractiveness. Along with other initiatives to combat these issues, the City of Savannah is seeking to initiate a new pilot program to engage unemployed/underemployed homeless persons and/or persons living with disabilities who are work-ready and able to perform litter pick-up in the downtown area.

The City is seeking proposals from qualified agencies to manage litter clean-up teams. Selected agencies must provide training, supervision and wages to work-ready homeless individuals or work-ready persons living with disabilities. The project area includes downtown Savannah and may expand to other areas of the city based on the success of the pilot program and the availability of future funds.

#### **CONTRACT LENGTH**

Awards from this RFP will be for a fixed twelve (12 month) contract term.

#### **SCOPE OF SERVICES**

1. The City of Savannah will organize project work areas by geographic location. The contractor(s) will be assigned these work areas and be responsible for removal of

all litter from these sites during afternoon hours, beginning at 2:00 p.m. and ending at 6:00 p.m. unless otherwise specified in the contract.

2. Litter collection shall be completed daily, or on days and at times specified in the approved contract. City holidays are excluded.
3. The contractor shall document services rendered by maintaining a record/log of work completed on the days, dates, times and locations specified in the approved contract. The work record/log shall be submitted to the City's Greenscapes Department along with an invoice for payment. (See the "Invoice/Payment for Services Rendered" section below for more information.)
4. The contractor shall provide all tools, supplies and personal protective equipment including but not limited to 42 gallon bags, picks or other pick-up devices, and safety vests. Safety vests must bear approved Clean Team logo. Furthermore, the contractor shall provide adequate safety training to all personnel assigned to the project area(s) specified.
5. Removal of litter and trash from the public right-of-way includes but is not limited to grates, tree wells, curbs, gutters, sidewalks cracks, concrete/brick planters, plant beds, adjacent sidewalks, sidewalk bulb outs, lots and greenways. Trash and litter shall mean any debris within the defined project area including, but not limited to, cigarette butts, paper, plastic, cans, bottles (including broken glass), cardboard, food wrappers and containers, rags, and bottle tops.
6. The identified project work area is to be cleaned up to the curb or lane. No accumulated debris may be left by the work crew on or near assigned lots, lanes, public right of way, unauthorized trash can, or dumpster. Litter/trash shall not be swept, blown, or otherwise disposed of in streets, lanes, or sewer drains.
7. Collected litter shall be securely contained to prevent spillage and shall be placed at designated collection points specified by the City.
8. The contractor must ensure that all services have been provided according to these specifications and must notify the Greenscapes Division upon completion of these services.

## **OTHER SPECIFICATIONS**

1. The contractor must be a not-for-profit entity located in Savannah, Georgia with demonstrated experience in operating programs to support the homeless or persons living with disabilities.
2. The contractor will identify homeless and/or persons living with disabilities who are work-ready and able to perform the duties associated with litter pick-up and containerization.

3. The contractor will hire, train, supervise and compensate the litter pick-up workers at an hourly pay rate consistent with the City of Savannah's living wage rate as established annually by the City as part of the budget process. The living wage rate for a single worker as established for the 2019 budget year is **\$11.82** per work hour.
4. The contractor shall provide all materials, labor, tools, equipment, supervision, insurance, and consumables to complete the proposed projects as specified above.

## **INSURANCE REQUIREMENTS**

### **Commercial/ General/ Liability**

Limits (or higher):

General Aggregate: \$2,000,000

Products Completed Operations Aggregate: \$2,000,000

Each Occurrence Limit: \$1,000,000

Personal Injury Limit: \$1,000,000

Damage to Premises Rented to You \$1,000,000 Any One Event

Medical Expenses \$5,000 Any One Person

### **Commercial Auto**

Required Limits: \$1, 000, 0000

### **Workers Compensation & Employers Liability (includes coverage of all employees, volunteers and others under your direction and supervision)**

Limits:

Part A: Workers Compensation: Statutory

Part B: Bodily Injury By Accident: \$500,000 Each

Accident Bodily Injury by Disease: \$500,000 Policy

Limit Bodily Injury by Disease: \$500,000 Each Employee

### **Commercial/ Umbrella**

Limits: \$3,000,000 per Occurrence & Aggregate

## **INVOICES/PAYMENT FOR SERVICES RENDERED**

1. The contractor shall document services rendered by maintaining a weekly record/log of work completed on the days, dates, times and locations specified in the approved contract. This record/log shall be signed by the contractor or their representative and submitted to the Greenscapes Division noting all completed work.
2. Assigned project work areas will be inspected by the City to ensure contractor performance meets City requirements. If the project work area does not meet contractual standards, the contractor will be notified and must take corrective action within 24 hours in order to receive payment.
3. Payment for services rendered will be made on a weekly basis when the City has verified that the contractor has met work specifications. Only fully completed sites

are eligible for invoicing. The Contractor may not invoice for portions of sites completed.

4. Invoices for payment and the contractor's work record/log shall be faxed or hand delivered to the Greenscapes Department by the first day of each week for payment processing.

## **SUBMISSION OF PROPOSALS:**

To submit a Litter Clean Team Proposal, non-profit agencies must use the grant proposal form provided on the City's website at <http://savannahga.gov/2494/grants-and-contracts>.

The Litter Clean Team Program Request for Proposals Announcement and Proposal Form will be available beginning **April 19, 2019**. All proposal materials must be completed and received by the City at [Communitypartnerships@savannahga.gov](mailto:Communitypartnerships@savannahga.gov) no later than 5:00 pm on **May 20, 2019** or delivered to the City of Savannah's Human Services Department, 1375 Chatham Parkway, Savannah Georgia 31415 (Savannah Morning News Building).

## **EVALUATION OF PROPOSALS**

A Pre-Proposal Meeting will be held on May 2, 2019 at 10:00 a.m. at the Savannah Civic Center, 301 West Oglethorpe Avenue, to review program specifications and answer questions. All proposers are highly encouraged to attend this meeting.

Proposals will be evaluated by a selection committee based on the following criteria, and one or more proposals will be recommended for funding subject to City Council approval.

<b>Evaluation Criteria</b>	<b>Points</b>
Management Strategy	15
Recruitment and Training Strategy	20
Supportive Services Strategy	20
Service Delivery Strategy	20
Proposed Fee	25
<b>Total Points</b>	<b>100</b>

Right of Rejection and Clarification: The City reserves the right to reject any and all proposals and to request clarification of information from any proposer. The City may also contact proposers and request their best and final offers in response to this solicitation. The City is not obligated to enter into a contract on the basis of any proposal submitted in response to this solicitation.